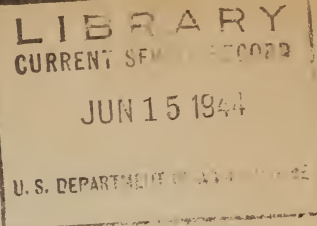


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WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.



May 26, 1944

DIRECTOR'S MEMORANDUM NO. 66

Designation of Security Officer

- I. Mr. Fred J. Hughes is designated as Security Officer for the Office of Distribution. It shall be the duty of the Security Officer to provide for the physical safety of secret and restricted and other classified information in the custody of the Office of Distribution and to develop and enforce regulations necessary to accomplish this safety. The authority of the Security Officer shall extend to Washington and to the field.
- II. The Security Officer is authorized to designate Security representatives both in Washington and in the field in those organizational units where secret and confidential papers are handled. In collaboration with these Security representatives, the Security Officer shall develop procedures for handling such papers or other "Classified" information in accordance with the policies of the Security Advisory Board of the Office of War Information. The procedures so developed shall be issued in the form of General Administrative Instructions.

The Security Officer and the Security representatives shall be responsible for the enforcement of the adopted procedures in the respective organizational units. The Security Officer shall be required to report to the Deputy Director for Management violations of such procedures and regulations, whether wilfull or due to negligence.

- III. In carrying out these responsibilities, the Security Officer for the Office of Distribution shall work with the Security Officer designated for the Department of Agriculture as a whole.

Lee H. Quisenberry

Director

INDEX ENTRY:
Administration, General
Security Officer, designation of

